

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-02-008A

OPEN PERIOD:

10/8/2010 – 10/29/2010

JOB TITLE:

Budget Analyst

PAY GRADE AND SERIES:

GS-0560-07/09

PAY RANGE:

\$43,208 - \$68,702

POSITION LOCATION:

Port Hueneme, CA.

UNIT:

146th AW

PDCN #: 50001000
Security Clearance Required:

Secret

APPOINTMENT TYPE: PERMANENT - DUAL STATUS
AREA OF CONSIDERATION: ALL SOURCES

Military grade of E-1 through E-6.

Compatible Military Grade Assignment: AFSC 2AXXX, 2RXXX.

Key Requirements:
THIS IS A PERMANENT POSITION

This position is located in the Resource and Logistics, Maintenance Division in the Air National Guard (ANG) unit assigned. The purpose of this position is to accomplish budget formulations, trend analysis, and execution evaluations of maintenance operating funds and Operations and Maintenance (O&M) funds for purchase of Depot Level Repairables (DLRs) from the Repairable Support Division, Air Force Stock Fund.

THIS POSITION MAY BE CONCURRENTLY ANNOUNCED WITH VA 10-02-008C. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW CNG FPR 335.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Experience in administrative, professional, technical or other responsible work that demonstrates a knowledge of management principles and practices. The applications must have the ability to analyze problems and draw logical conclusions and to communicate effectively with others.

Budget Analyst GS-0560-07 (Trainee): Must have 12 months of specialized experience which provided a familiarity with basic budgeted methods and operating procedures sufficient to perform assignments of an advanced trainee nature for which there are clear precedents; experience in planning and scheduling work; experience in cross-checks for the accuracy of budget and program data in related budgetary forms, schedules, and reports; experience in comparing figures of funding needs with prior budgets and identifying variations; experience which has provided the candidate with the ability to express thoughts in a logical written format.

Budget Analyst GS-0560-09: Must have 24 months of specialized experience processing requests for allotments of funds to assure that they conform to regulations; experience in planning and scheduling work; experience in monitoring and tracking of obligations and expenditures; experience in the transferring of funds between accounts; experience in preparing data summaries and tabulating cost data for reports on budget execution.

TRAINEE POSITION: Applicants not meeting full qualifications for the GS-09 position indicated above may be considered for GS-07 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated.

If appointed as trainee, the selectee may be non-competitively promoted to GS-09 upon meeting full qualifications and recommendations of supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of installation procedures and processes for budget formulation.
2. Knowledge of Department of the Army and National Guard laws, regulations, policies, procedures and precedents that pertain to the budget analyst function.
3. Ability to work effectively under pressure of tight time frames and rigid deadlines.
4. Knowledge and skill in the analysis and comparison of selected object class and line item obligations and expenditures in the operating budget.
5. Knowledge of and skill in applying the principles, practices, and methods of budgeted execution.
6. Ability to recognize quantitative relationships between program plans and budgetary data.
7. Knowledge of budgeting and financial relationships with workloads of organizational components.
8. Skill in writing brief factual reports.
9. Ability to collect and compile data for inclusion in routine and special reports.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current résumé*.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Résumé" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@NG.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file if possible.
6. When emailing documents **PLEASE TRY TO LIMIT THE DOCUMENT TO 5 PAGES OR LESS**. Large files or documents will be rejected by the email server and will not be viewable for rating of qualifications by this office.

CONTACT THE HRO STAFFING TEAM AT (916) 854-3350 IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT EMAIL WITHIN 2 BUSINESS DAYS

****FOR HELP WITH WRITING A RESUME, PLEASE FOLLOW THIS LINK****

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current résumé* (mandatory)
- **Air Force:** Copy of Records Review RIP within last 30 days;
- **Army:** Copy of Personnel Qualification Record within last 30 days
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARD CERTIFICATES OR LETTERS OF APPRECIATION.

***CREDITING EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION AND/OR RÉSUMÉ. THE LEVEL OF EXPERIENCE IS DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED. BE DESCRIPTIVE, A SIMPLE LIST OF JOB TITLES AND DATES WILL NOT SUFFICE.**

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@NG.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Résumés and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of Consideration. The rating you receive is based on your application and supporting documents you provide. Please follow all instructions carefully. **Applications and/or résumés without a current return email will not be considered.** Errors or insufficient information may affect your rating. See the HRO website for additional tips on how to apply and résumé requirements.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@NG.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER